

EVIDENCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the responsibility for the accurate accounting and security of all property in the evidence room and verification of the proper chain of custody for evidence. The Evidence Officer is responsible for the lawful disposition of property maintained in the evidence room. The employee in this class has the authority to act independently following standard operating procedures and reports to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Releases property to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Maintains an accurate account of all property transfers and releases. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Conducts audits of property inventory. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Verifies evidence reports against property to ensure accuracy. Ensures that all efforts are taken to make the property room safe and secure for employees as well as property. Transports evidence and materials to forensic labs or other agencies for investigation and analysis.

Prepares and maintains records and reports related to evidence and periodically inspecting systems and facilities for maintaining such. Compiles and maintains manual records related to evidence including custody documents, chain of custody documents, property receipts and related reports. Maintains detailed filing systems and records for booked property, photographs, correspondence, forms, records, and reports. Personally files all forms and records required. Records pertinent information on log sheets relating to daily work

activities, time usage, vehicle mileage or maintenance, or other required information. Writes letters in answer to written or oral requests as needed. Proofreads typed materials and corrects errors. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Inspects, orders, and maintains equipment and supplies within budgetary limitations that are used for processing crime scenes and/or gathering evidence. Distributes supplies and equipment as required.

Assists in the development and presentation of departmental training relating to the collection, handling and presentation of evidence. Provides assistance to all employees in technical areas of work in the collection, handling, and presentation of evidence. Assists department personnel and prepares reports and accompanying evidence for court presentation and testifies in court when required. Assigns and tracks court-ordered community service workers. Prepares reports and documents for the court system regarding the activities of community service workers. Receives and distributes court subpoenas and maintains a calendar of court appearances and other scheduled events for all officers of the department.

Promotes a positive image of the work of the department in the daily performance of duties. Serves as a liaison between the department and other local, state and federal law enforcement agencies. Conducts tours of department facilities for school or civic groups. Answers telephone inquiries and assists in handling complaints from the public about the operation of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the

applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.